

Activity Room Policy

Shelby Community Library

Approved November 2007

Revised January 3 2012

Approved February 2, 2012

Fee:

Registration form is turned in and event is scheduled. All Non-profit organizations will be able to use the meeting room for free. (Example: 4-H, Girl Scouts etc.)

Eligibility:

Groups authorized to use library room must not discriminate against persons in regard to race, age, color, national origin, gender or physical challenges and are responsible for meeting ADA requirements. All meetings or programs must be open to the public and may not be restricted through tuition or admissions without prior consent from the Library Director and/or Board President.

- Shelby Community Library sponsored and co-sponsored programs take highest priority in scheduling.
- Library-related groups and agencies from the region and state may use the room whenever scheduling allows.
- Village of Shelby and County government representatives are eligible to reserve the room in the library for governmental purposes.
- Local non-profit organizations may use the room when their planned activities fall within the guidelines presented in this policy.
- Government and library groups may use the library room only when a local community member takes responsibility for such use.
- No individual or organization who presents a program at the library for public attendance is allowed to advertise or sell their products or services or collect attendee information during their time at the library without advance permission from the Library Director or Library Board.
- Political campaigning on library property will not be allowed, the room may be used for general political purposes including information sharing organizational meetings, or community forums.
- No meeting which interferes with the operations and purposes of the library is allowed.
- Youth groups must be accompanied by a responsible adult at all times.
- All children under the age of eight (8) accompanying an adult to a program or meeting must remain with the adult at all times, the library will not be responsible for these children unless otherwise noted.
- All groups agree to abide by the regulations of the library and accept responsibility for all damages caused to the building and/or equipment beyond normal wear.
- Use of tobacco products is not allowed anywhere in the library or on library grounds.
- No illegal activities may be conducted on library property. No hazardous materials or weapons may be brought onto library property; neither shall open flames or candles be allowed.

Reservations:

- Reservations may be made up to one year in advance of the scheduled event. Registration Form designating at least one organizational representative (see attached sheet). This person must be listed as a current Shelby Community Library patron in good standing and only he/she may

request room space for that organization. In addition, the representative is responsible for seeing that restitution is made in the case of damage caused to the facility.

- Meeting Room Registration forms that are approved by staff and/or the Library Board will be kept on file at the library for one year. The contact person listed on the form may then reserve the room in person or via the telephone, mail or Internet.
- Library staff should be notified of cancellations at least 24 hours before the scheduled meeting. Failure to abide by this rule may result in forfeiture of future use.
- Reservations are taken on a first-come, first-served base and must be received at least seven (7) days in advance of the scheduled event.

Refreshments and Room Use:

- Alcoholic beverages are not allowed anywhere on library property.
- All groups are required to clean up after their meetings and to leave the room in the condition in which it was found. Trash should be placed in the exterior trash container if food or drink has been served. If not, a custodial fee for the cost of the clean-up and not less than \$30 will be charged, and you can be barred from future use of the Activity Room.
- Library staff is not responsible for arranging room furniture, and the group using the facility is responsible for returning the room to its previous condition.
- Nothing may be affixed or mounted in any way to the walls or furniture of any room.
- While white marker boards are available, groups should supply their own dry erase markers.
- Groups must vacate the room by the originally scheduled time to allow for use by other groups.
- The room is available for use any day of the week except as designated by the Library board.
- Groups using the room during non-public hours are responsible for opening, closing and locking the library. Keys may be checked out only by the authorized contact person during regular library hours and may be returned in person or in the book drop within 24 hours of the meeting/s conclusion. Any group responsible for losing a library key will be charged the entire cost for re-keying the entire library.

Services:

- Subject to availability, some audio/visual equipment may be used. Must talk to the librarian to make arrangements to use items.
- Wireless Internet is available.
- Library staff is not available to assist in carrying in supplies or materials for meetings.
- The library will not receive non-emergency calls or take messages for individuals attending events in the library.

Rights and Exclusions:

- The library retains the right to deny space to any user whose planned use of the space does not comply with this policy or whose past use has violated the rules listed herein. Those parties who do not comply with this policy may be immediately removed from the room and/or library property.
- The Library Director is responsible for the administration of this policy.
- The library is not responsible for theft of or damage to items brought onto library property.
- The library shall bear no responsibility what so ever for personal injury to any member, affiliated person, guest, invitee, or licensee of any organization using library facilities.

- The library will not provide storage for any purpose or group other than its own without advance permission of the Library Director or Library Board.
- This policy may be updated at any regular or special Library Board meeting.
- Any group or individual that has been denied permission to use library facilities may appeal in writing to the Library Board of Trustees.
- The library reserves the right to cancel room reservations for operational purposes including, but not limited to, weather closing, power outages, or other unforeseen events.
- In the event circumstances arise which are not covered by the document above, the decisions of the Library Director or other appropriate staff are binding.
- Library staff may attend or observe any meeting or program at any time.